

Assurance Council



MINUTES

4/12/11

10:30

COMITIUM

MEETING CALLED BY	Bruce Chrisman			
TYPE OF MEETING	Fermilab Assurance Council			
FACILITATOR	Bob Grant			
NOTE TAKER	M. Tolian			
ATTENDEES	B. Chrisman C. Conger L. Hill – by phone R. Ortgiesen E. Vokoun	B. Grant D. Carlson K. Van Vreede V. White J. Heyes	A. Filak G. Leonard N. Grossman S. Henderson K. Collins	B. Boroski G. Bock T. Miller P. Garbincius

Agenda topics

- Monthly Detailed Review of Management Issues
- Poll for New Management Issues
- Update of CAS Implementation Plan
- Status of Contractor Assurance System Description

DISCUSSION

Detailed Review of Management Issues – Existing issues discussed. Changes will be posted [here](#).

New Management Issues – NONE

Update of CAS Implementation Plan –

Chief Engineer issue is now resolved. A letter has been sent to the FSO & B. Chrisman will talk to P. Garbincius about his new roles as Engineering Oversight & Performance Planning management system owner. No response from DOE on the letter.

AC members wanted a template, or an example, so E. Vokoun, D. Carlson and J. Irvin will create one using Business Operations.

A draft of the Business Operations manual should be ready for the June Steering Committee meeting.

The Contractor Assurance description document should be signed and approved within 1-2 weeks.

ITEMS FOR FOLLOW-UP

SPECIAL NOTES OR HANDOUTS

All Meeting Minutes, along with any handouts and slide presentations, will be posted on the web at:

<http://www.fnal.gov/directorate/AC/index.html> **NOTE** – New web address for meeting minutes, effective 10/7/10.